

Superior Court of California, County of Mono

Job Description

Job Title/Classification: Courtroom Clerk/Range 57

Reports To: Assistant Executive Officer

FLSA/Representation Status: Non-Exempt/Represented (Local 39)

Prepared By : Barbara Smith, E.A.

Prepared Date : 3/1/07

Approved By : Bob Dennis, C.E.O.

Approved Date : 3/1/07

NOTE: CURRENT OPENING IS FOR
COURTROOM CLERK

SALARY RANGE \$2,840 - \$3,538 MONTHLY

Summary : Performs a full range of clerical training/direction and administrative tasks in support of the courtroom and court operations by performing the following duties.

Essential Duties and Responsibilities : include the following. Other duties may be assigned.

Attends court sessions and takes minutes of actions and proceedings; requests clarification of instructions and court orders to properly note the official court record.

Maintains court records and files, including but not limited to, calendars of cases to be called, dockets, registers of action, records of court-appointed counsel and experts, registers of bails and bonds; receives, marks and takes custody of exhibits; selects prospective jurors from pool and impanels juries; records challenges, jury service and juror compensation; administers oaths; arranges for and obtains court interpreters and reporters, and records compensation of same.

Examines legal documents submitted to court for adherence to law and court rules and procedures.

Explains court rules, procedures and forms to attorneys, litigants, jurors, witnesses and the public.

Secures information for judges; contacts attorneys, litigants, jurors, and witnesses and the public.

Distributes and posts court calendars; prepares and distributes court orders, decisions, judgements, abstracts of judgement, and other legal documents and court-related forms.

Prepares statistical and other reports related to work flow and case flow.

Collects bail, fines, and fees; records amounts collected.

Performs clerical and secretarial duties for judges.

Provides training and direction to Deputy Clerks.

Travels to and works in other branches as needed.

Travels to and works in other branches as needed.

Qualifications : To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience : High school diploma or general education degree (GED); eighteen months experience as a Deputy Clerk and/or Senior Deputy Clerk (accumulative).

Language Skills : Ability to prepare, read and interpret legal documents such as complaints, answers, motions, and court orders. Ability to record minutes of actions and proceedings and to prepare correspondence. Ability to effectively present information and respond to questions from judges, attorneys, litigants, jurors, witnesses, other agencies, and the general public. Ability to speak effectively at public sessions of the court.

Mathematical Skills : Ability to calculate general arithmetic amounts such as discounts, interest, commissions, proportions and percentages. Ability to calculate job-specific amounts such as bail, fines, fees, and juror compensation.

Reasoning Ability : Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities : Ability to type and/or take shorthand with moderate speed; ability to operate personal computers and other office equipment; familiarity with legal documents and terms.

Physical Demands : The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is also regularly required to hear and read. The employee frequently is required to talk and to use hands to finger, feel or operate documents, computer keyboards and other office equipment.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment : The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Application For Employment

SUPERIOR COURT
COUNTY OF MONO
P.O. BOX 1037
MAMMOTH LAKES, CA 93546

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For				Date of Application	
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Address		Number		Street	
City		State		Zip Code	
Telephone Number(s)				Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

☐ Yes ☐ No

Have you ever filed an application with us before?

☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before?

☐ Yes ☐ No

If Yes, give date _____

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Proof of citizenship or immigration status will be required upon employment.

☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant from employment.

☐ Yes ☐ No

If Yes, please explain _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military?
☐ Yes ☐ No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?
☐ Yes ☐ No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days, and that if I wish to be considered for employment beyond that time period, I should inquire as to whether or not applications are being accepted at a later time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law or written agreement executed by both employer and employee, any employment relationship with this organization is governed solely by this organization's personnel policies and procedures, as amended from time to time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge or other disciplinary measures. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

NOTES